REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only) JOB NUMBER
(See Instructions on reverse)		NI-509+00-6
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)		DATE RECEIVED
WASHINGTON, DC 20408 1. FROM (Agency or establishment)		2, 15, 2000 NOTIFICATION TO AGENCY
		NOTIFICATION TO AGENCY
Department of Defense 2. MAJOR SUBDIVISION		In accordance with the provisions of 44 U S C 3303a the disposition request,
Office of the Inspector General		including amendments, is approved except for items that may be marked "disposition
3. MINOR SUBDIVISION Office of Admin & Info Memt	Admin. & Logistics	not approved" or "withdrawn" in column 10
Office of Admin. & Info. Mgmt. 4 NAME OF PERSON WITH WHOM TO CON	Svcs Directorate	DATE ARCHIVIST OF THE UNITED STATES
OF TENGOIS VALITY VALIDIAL TO CON	O ILLEY HONE	
Ray Braemer	(703) 604–9781	6-22-00 John W. Carl
6. AGENCY CERTIFICATION I hereby certify that I am authorized to a and that the records proposed for dispose of this agency or will not be needed after the General Accounting Office, under the Agencies, X is not required; DATE SIGNATURE OF AGENCY	is attached; or REPRESENTATIVE TITLE	
2-8-00 Fall lem	Dire	ctor, Office of Administration Information Management
		9 GRS OR 10 ACTION
1TEM 8 DESCRIPTION OF ITEM AND	PROPOSED DISPOSITION	SUPERSEDED TAKEN (NARA JOB CITATION USE ONLY)
RECORDS OF THE OFFICE OF (See Attached)	THE INSPECTOR GENERAL	

115-109

NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

100a. Administration Correspondence Files – General. Records relating to administration that cannot logically be filed with detailed records listed below or that are received for information only I tems and on which no action is required (1) Recordkeeping copy (paper) DESTROY when 2 years old *Disposition Pending* (2) Electronic mail and word processing system copies. (a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail 2 directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy DELETE within 180 days after the recordkeeping copy has been produced Disposition Pending Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete Disposition Pending 300a. Planning and Management Correspondence Files- General. Records relating to planning and management that cannot logically be filed with detailed records listed below or that are received for information only and on which no action is required (1) Recordkeeping copies (paper) DESTROY when 2 years old *Disposition Pending* (2) Electronic mail and word processing system copies: (a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy DELETE within 180 days after the recordkeeping copy has been produced Disposition Pending (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete. Disposition Pending 700a. Auditing Correspondence Files - General. Correspondence relating to auditing that cannot logically be filed with detailed records listed below or is received for information only and on which no action is required. (1) Recordkeeping copy (paper). DESTROY when 2 years old *Disposition Pending* (2) Electronic mail and word processing system copies

(a) Copies that have no further administrative value after the recordkeeping copy is

directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy DELETE within 180 days after the

made Includes copies maintained by individuals in personal files, personal electronic mail

recordkeeping copy has been produced Disposition Pending

Items

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(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete. **Disposition Pending**

800a. <u>Investigations Correspondence Files - General</u> Correspondence relating to investigations that cannot logically be filed with detailed records listed below or that are received for information only and on which no action is required

- (1) Recordkeeping copy (paper) DESTROY when 2 years. Disposition Pending
- (2) Electronic mail and word processing system copies
- (a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy DELETE within 180 days after the recordkeeping copy has been produced. *Disposition Pending*
- (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete.

 Disposition Pending

900a. <u>Inspections Correspondence Files - General</u>. Correspondence relating to the IG inspections function that cannot logically be filed with detailed records listed below or received for information only and on which no action is required

- (1) Recordkeeping copy (paper). DESTROY when 2 years old. Disposition Pending
- (2) Electronic mail and word processing system copies
- (a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. DELETE within 180 days after the recordkeeping copy has been produced. **Disposition Pending**
- (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete **Disposition Pending**